

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Executive Office is seeking a well-qualified individual to fill the position of Executive Secretary II.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Executive Secretary II** are invited to submit their resume with a cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Daphne Durr
9150 East Imperial Highway, Second Floor
Downey, CA 90242
Phone: (562) 658-0447

Please email document to:
Daphne.Durr@probation.la county.gov with the subject line
"Executive Secretary II".

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Ability to handle highly confidential work with tact and discretion.
- Ability to exercise sound judgment in interpreting and applying rules or policies.
- Ability to establish and maintain effective working relationships with coworkers, customers, commissioners and representatives of other governmental agencies and other agencies.
- Excellent problem solving, organizational and leadership skills.
- Proficient in Microsoft Word, Excel, Access and PowerPoint.
- Ability to review the work of others.

Duties

- Performs a full range of secretarial functions for the Chief Probation Officer.

- Replies to correspondence, composes letters, memos and reports, including Board letters.
- Screens calls, schedules appointments, and arranges conferences and speaking engagements for the Chief Probation Officer; when applicable, directs callers to the appropriate person.
- Handles day-to-day inquiries or problems from outside agencies and the public.
- Follows up and obtains information on the status of pending matters and reason for delay in the completion of projects.
- Maintains office files and records, including those of a confidential nature, for the Chief Probation Officer.
- Performs confidential and personal office support services for the Chief Probation Officer as requested.
- Independently researches, assembles and summarizes material, information and data for the Board or commissions; takes and transcribes dictation of confidential, technical or legal material requiring a high degree of accuracy.
- Tracking and routing complaints from constituents.

**Vacancy
Information**

This transfer opportunity is located at 9150 East Imperial Highway,
Downey, CA 90242.

****THIS IS NOT A CIVIL SERVICE EXAMINATION****

Available Shift

Day

Contact Name

Daphne Durr

Contact Phone

(562) 658-0447

Contact Email

Daphne.Durr@probation.lacounty.gov

Job Field

Administration

Job Type

Administrative Support

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